

FRANK B. ROWLETT AWARDS PROGRAM



Introduction

The annual Frank B. Rowlett Awards Program is a top priority for the Deputy National Manager (DNM) of the National Security Agency (NSA). The DNM is the focal point for Information Assurance (IA) within the United States Government and understands the importance of acknowledging those individuals and organizations that have excelled in the practice of IA during the past calendar year. Through this awards program, the DNM hopes to encourage the development of new and exciting IA programs and awareness products.

The Frank B. Rowlett Awards Program provides non-monetary awards to government organizations and individuals who have excelled in the field of IA. On the following pages you will find the criteria for each award category and a modified submission form. Please take this opportunity to recognize your "top IA practitioners."

Important Dates

- Award Nominations Due: 26 May 2017 to DNM Front Office, 9800 Savage Road, Suite 6179, Ft. George G. Meade, MD 20755, Attention: Rowlett Nominations.
- Award Presentations: Held in the fall at NSA Headquarters at Fort George Meade, MD.

Nomination and Selection Process

- A call for nominations is announced at the beginning of each year for accomplishments made during the previous calendar year (the award period). The letters are sent to federal agency heads detailing the program criteria and requesting nominations.
- Completed nomination packets must be received by the DNM Front Office by 26 May 2017.
- There is no limit on the number of submissions allowed.
- All nomination packets must include a completed copy of the submission form, a nomination narrative, and the included Information Release Form.
- Unclassified narratives are preferred; however, submissions may be classified up to and including SECRET. Indicate releasability instructions, as appropriate.
Responsibility for prepublication review and/or classification review of any documents or manuscripts rests with the submitting organization or author and approval documentation should be included in the nomination packet (see signature block on page 3 of the nomination form). If you are including a classified submission, you must also provide an unclassified version that can be used for the following purposes in the case that you are a finalist:
 - Awards Brochure
 - Awards Video
 - Press Release
 - Internal Announcements made to the NSA workforce
- Guidance on the content and length of the narrative is included in the specific criteria for each award. The narrative must address the award selection criteria.
- Items submitted for nomination become the property of the DNM and may be reproduced and distributed as deemed appropriate. The submitting organization or author retains all internal distribution and publication rights.
- The Awards Board evaluates the nominations and selects the winners. Decisions of the Awards Board, whose deliberations are independent and private, are final.
- The winners are formally honored and the awards are presented at the next annual Frank B. Rowlett Awards Ceremony to be held in the fall of 2017.
- All those who submitted nominations will be notified of the board's decisions in advance of the Awards Ceremony. Finalists are notified by phone. All those who applied are notified of their status by email and mail. **Please remember to include an email and mailing address in your application.**
- There is much that needs to be done from the time the Finalists are chosen and the Awards ceremony is held. Please be aware that if you are chosen you will be

contacted very shortly after the Awards Board meets. You will need to be reachable during the 3 weeks following the board meeting, which happens in the beginning of August.

- **If the nominee will no longer be with the nominating agency come November, then it is the responsibility of the nominee to provide updated contact information.**
- *Participating organizations are encouraged to establish internal procedures for these nominations, to include suitable recognition for those nominated but not selected as award winners.*

Nomination Delivery

We request that you fill out the forms electronically and then email them to the DNM Front Office. This is to ensure timely receipt of your nomination. Since it is vital that the signature page be completed and returned, we ask that you either scan it in and email it with your nomination package or that you fax or mail the entire package to the following address:

DNM Front Office
9800 Savage Road, Suite 6179
Ft. George G. Meade, MD 20755
Attention: Rowlett Nominations
Fax: 301-688-2964
Ph: 301-688-1453/8111

Email: Rowlett_Awards@nsa.gov

FOR CLASSIFIED NOMINATIONS ONLY: You must fax the nomination package via a classified fax, such as a STU-III or STE, to 301-688-2964.

Awards Board

Members of the Awards Board are selected from within the DNM leadership ranks.

Awards Program Manager

For further information concerning the Frank B. Rowlett Awards Program, including eligibility and nomination procedures, please send inquiries to the Awards Program Manager, Sara Atallah, 9800 Savage Road, Suite 6179, Ft. George G. Meade, MD 20755, or call (301) 688-1453/8111, or email Rowlett_Awards@nsa.gov.

Awards Criteria

Individual Achievement Award

The Frank B. Rowlett Awards Program presents a first place non-monetary Individual Achievement Awards in recognition of outstanding **individual** accomplishments during the award period. Along with the winner, two runners up will also be recognized. The criteria considered include, but are not limited to, the following:

- Evidence of individual ability to identify and solve significant IA problems, threats, or vulnerabilities
- Demonstration of outstanding leadership and knowledge in the application of IA
- Innovative and creative use of resources (personnel, fiscal, or facilities) to successfully accomplish IA-related goals and missions
- Significant contribution to the improvement of his/her element's information systems security posture

The nomination narrative should be no longer than two pages, single-spaced, and should describe the specific accomplishments of the nominee that occurred during calendar year.

Organizational Achievement Award

The Frank B. Rowlett Awards Program presents a first place non-monetary Organizational Achievement Award in recognition of outstanding **organizational** accomplishments during the award period. Along with the winner, two runners up will also be recognized. The criteria considered include, but are not limited to, the following:

- Evidence of an organization's ability to identify and solve significant IA problems, threats, or vulnerabilities
- Mission accomplishments and successes at the organizational or national level resulting from the application of IA
- Significant contribution to the elements or nation's IA posture

The nomination narrative should be no longer than two pages, single-spaced, and should describe the specific accomplishments of the nominated organization that occurred during calendar year.